



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AUDITOR & CONTROLLER PAYROLL SPECIALIST

Class No. 002523

■ CLASSIFICATION PURPOSE

To review, approve, and perform final calculations and on-line entry of all County personnel and payroll actions, including general deductions, perform quality control and maintenance duties for the personnel/payroll system; and perform related duties as required.

■ DISTINGUISHING CHARACTERISTICS

Auditor & Controller Payroll Specialist is a paraprofessional classification and is allocated only to the Auditor and Controller Department. Under general supervision, incumbents are responsible for the complex set-up of all taxes, court-ordered garnishments, general deduction data and payroll adjustments; processing off-cycle warrants and reversals; and performing on-line data entry, verification and correction of the PeopleSoft Payroll System. This class is distinguished from departmental payroll positions by having the responsibility of set-up and transactional functionality for complicated taxes, garnishments, adjustments and reversals; knowledge of tax and payroll information; updating and maintaining integrity of the official, central PeopleSoft database; and issuing warrants. Positions in this class serve as compensation subject matter experts and provide technical oversight and training to departmental payroll staff and Auditor & Controller Payroll Technicians.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Processes off-cycle warrants and reversals.
2. Analyzes and verifies submitted payroll information, makes corrections, and enters data into the PeopleSoft Payroll System.
3. Calculates withholdings for taxes and other deductions, and applies rates and percentages to gross salaries.
4. Verifies and corrects balances of vacation, sick, and compensatory leave credits.
5. Generates gross payroll adjustments and checks for validity by comparison with the Fair Labor Standards Act, Administrative Code, Compensation Ordinance, and current Memoranda of Agreement.
6. Processes all levies and judgments against employees, calculates amounts to be withheld from disposable earnings, and prepares trust requisitions to pay Internal Revenue Service, California Franchise Tax Board, Sheriff, Superior Court, Bankruptcy Court, U.S. District Court, and the Office of Revenue and Recovery.
7. Cancels warrants for overpayment.
8. Changes payroll deductions for savings bonds, union dues, and charitable organizations.
9. Reconciles and adjusts employee year-to-date leave balances.
10. Maintains statistical data from which various management reports are prepared.
11. Verifies payments for military leave, military conflict duty, terminations receiving payoff and warrant moves and holds.
12. Ensures transactions meet all rules and legal requirements.
13. Explains computer payroll screens to departmental personnel and provides guidance.
14. Explains and interprets Civil Service Rules, Memoranda of Agreement, and Compensation Ordinance to departmental payroll personnel and ensures that requested transactions are in compliance with operative provisions.

15. Interprets sources of charges on reports produced for departments.
16. Assists the Chief Administrative Office and Department of Human Resources by compiling financial information for budgetary and labor relations purposes.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County payroll and personnel terminology, practices, and procedures.
- Payroll preparation and accounting methods.
- Compensation Ordinance provisions.
- Merit system personnel principles and requirements.
- Memoranda of Agreement.
- PeopleSoft Payroll System.
- Federal and State tax withholding requirements.
- IRS regulations regarding liens, levies, and garnishments.
- Fair Labor Standards Act.
- Administrative Code.
- San Diego County Civil Service personnel procedures.
- Court orders.
- Financial institution requirements.

Skills and Abilities to:

- Interpret, understand and process court orders for garnishments.
- Interpret, understand and process Federal and State tax withholding W-4 forms.
- Prioritize, schedule, and process payroll items to meet frequent and cyclical deadlines.
- Perform the set-up of garnishments and tax withholding.
- Post and adjust payroll records.
- Check and compare records and data for accuracy.
- Reconcile differences within the payroll system using appropriate mathematical and research methods.
- Operate a calculator by touch.
- Work at a computer most of the day.
- Use PeopleSoft payroll proficiently.
- Research and compile information.
- Operate modern office equipment including photocopier, calculator, typewriter, personal computer and appropriate software, and microfilm reader.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two and one-half (2 ½) years of full-time experience in a paraprofessional or technical payroll or accounting position with the County of San Diego working with automated payroll/timekeeping systems, OR
2. Completion of 12 semester units of college courses in Accounting, Business Administration or related field, AND four (4) years of paraprofessional payroll or accounting experience working with automated payroll/timekeeping systems.

NOTE: Additional, directly related college coursework may substitute for up to 2 years of the required experience on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Subject to mandatory overtime, weekend work, standby, and emergency callback.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 20, 2001

Revised: November 13, 2003

Reviewed: June 14, 2004

Revised: November 28, 2005